READY TO INSPECT — FIELD CHECKLIST

Wet sprinkler riser quarterly maintenance checklist

A quarterly sprinkler riser round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 25, NFPA 13. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The sprinkler service tech, or the building engineer walking the riser room on the quarterly round. When: Every quarter, walked with the other life-safety devices so the riser room and the fire alarm panel are covered on the same visit.

Notice before testing

- [ ] Monitoring company and owner notified before the alarm test
  Monitoring company told waterflow and supervisory signals are coming, the owner notified, and the call logged before any test valve opens.
  No photo required

- [ ] Owner's impairment procedure followed for the riser test
  Impairment logged under the owner's procedure, the affected area known, and a fire watch arranged where the procedure calls for one.
  No photo required

Gauges and valves

- [ ] Supply and system gauges read and compared
  Both gauges observed and compared against each other and the normal range, no gauge stuck at zero or pinned, readings noted.
  2 photos required

- [ ] Main control valve confirmed open and supervised
  OS&Y stem backed out or butterfly indicator open, valve sealed or locked, tamper switch confirmed sending supervision to the panel.
  2 photos required

- [ ] Floor and zone control valves on the riser checked open and sealed
  Each floor or zone control valve off the riser found open, sealed or locked, with a readable position indicator and its tamper switch in place.
  No photo required

- [ ] Tamper switch mounting and wiring inspected
  Each tamper switch tight on its valve with the cover on, conduit and wiring intact, and no jumper or bypass at the switch or the panel.
  1 photo required

Alarm and drain

- [ ] Waterflow alarm tested from the inspector's test connection
  Inspector's test opened, flow switch or alarm check valve trips, local bell and the panel signal observed, then reset.
  2 photos required

- [ ] Main drain opened to observe a clear supply
  Main drain cracked open to confirm water is present and flowing freely, then closed, no debris or air surge suggesting an obstruction.
  1 photo required

- [ ] Inspector's test connection outlet and sight glass checked
  Test valve reseats without dripping, sight glass or orifice clear, and the discharge runs to a safe drain or outside point unobstructed.
  1 photo required

FDC and room

- [ ] Fire department connection checked
  FDC caps or plugs in place, threads and swivels clean, clapper not obstructed, signage legible and the connection unobstructed.
  1 photo required
- [ ] Riser room condition observed
  Room heated above freezing, riser and trim free of leaks or corrosion, nothing stored blocking access to the valves.
  1 photo required
- [ ] Hydraulic placard or information sign legible at the riser
  Hydraulic design placard or general information sign attached to the riser, readable, and matching the system it serves.
  1 photo required

Return to service

- [ ] Test valves closed and the panel reset to normal
  Inspector's test and main drain closed, control valves open and sealed, panel showing normal with no alarm or supervisory left standing.
  1 photo required
- [ ] Monitoring company and owner told the riser is back in service
  Monitoring company confirms the account is back on normal monitoring, the owner is told, and the impairment is closed in the owner's log.
  No photo required